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OSA-0957-64

19 FEB 1964

MEMORANDUM FOR: Chiefs, OSA Branches, Divisions and Staffs

SUBJECT: Travel Estimates - Fiscal Years 1965 and 1966

REFERENCE: OSA-0010-64, dtd 30 Jan. 64 from AD/OSA,
subject: OSA Budget Planning

1. A considerable portion of the OSA Headquarters Budget consists of TDY travel. In order that the upcoming FY 1965 and FY 1966 OSA Budget may reflect an accurate forecast of OSA travel, it is requested that each addressee estimate the number and location of TDY trips which will be required by his component during Fiscal Years 1965 and 1966 and list this information on the attached schedule.
2. Guide lines for compiling the travel requirements are as follows:
 - a. List the trips by general geographical areas (e.g., East Coast, West Coast, Midwest, Northeast, Southeast, Alaska, Europe, Middle East, Far East, South America, etc.),
 - b. List the total number of days per diem is required for the total number of trips to a geographical area, and
 - c. List the total number of days car rental is required for the total number of trips to a geographical area.
3. Do NOT complete the "Extensions" or "Total" columns. The Budget & Finance Branch will compute the dollar costs.
4. As stated in the reference memorandum, completed forms should be submitted to the Budget & Finance Branch by 10 March 1964. The Budget & Finance Branch will provide additional forms as well as information and/or assistance upon request.

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Acting Chief, Support Division
OSA-DD/S&T

Attachment:

As stated above

DOCUMENT NO.

NO CHANGE IN CLASS. *X*

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CLASS. CHANGED TO: TS S C

DATE: 30/11/81

BY: 30/11/81

REVIEWER: 064540

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